

CONFIDENTIAL

Document No. 054
No CHANGE in Class. ☐

☐ DECLASSIFIED

Assistant to DCI

Class. CHANGED TO: TS S (C) 31 January 1955

DDA Memo, 4 Apr 77

Director of Training

Auth: DDA REG. 77/1763

Date: 31/01/78 By: 008

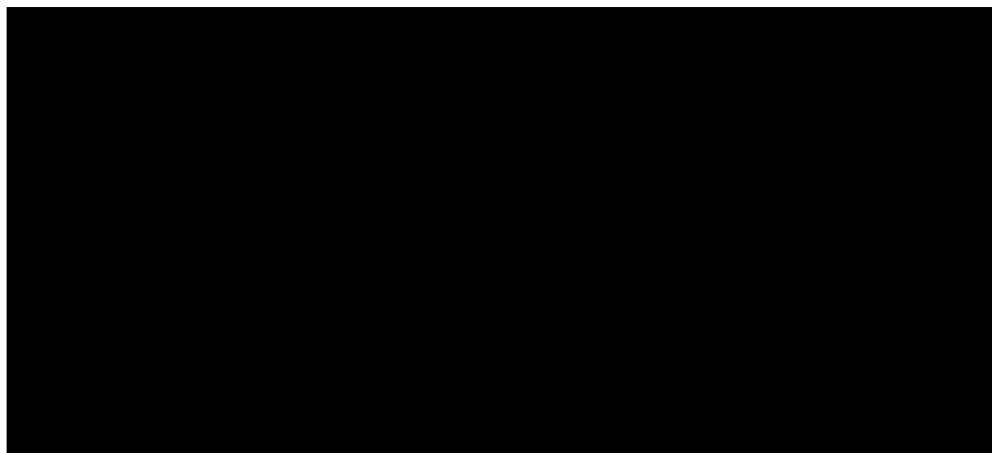
Weekly Summary Report

(Combined Report for Weeks of 10 and 17 January 1955)

1. The Office of Training is moving toward the development of two programs designed to deal with the intelligence writing problems of the Agency.

a. Training Liaison Officers within DD/I have been consulted on the content of the Intelligence Writing Course to be offered in March. Suggestions are also being obtained from the students who participated in the first presentation of the course last year.

25X1A5a1



2. Due to lack of registration of DD/P personnel, the courses on Resistance Operations and Evasion and Escape scheduled for 2 January have been cancelled.

3. Distribution of the new Catalogs of Courses to all Offices has been completed. The completed text of Catalog of Courses

25X1A

Staff C, and it is estimated that distribution will be effected 7 February 1955.

~~SECRET~~ CONFIDENTIAL

25X1A6b

4. A special course of instruction has been developed to provide active-duty training of fifteen days' duration for Agency reserve personnel [REDACTED]. Sixteen Army and four Air Force reservists of CIA will participate in the first offering of the course beginning 18 May 1955. The course will include the major elements of the regular Clandestine Fieldcraft Activities Course.

25X1A9a

5. The Chief, FI, met with representatives of the Office of Training and agreed to support the OTR program of developing case bibliographies and debriefings of returning DD/P personnel. [REDACTED] further arranged for routine notice to OTR of all FI case terminations. This represents an important forward step in assuring availability of significant case studies for use in instructional situations. The debriefing programs of returnees are conducted in accordance with specific requirements established by the School Chiefs and with the collaboration and support of DD/P. Eight or ten such debriefings are conducted per month.

6. The Office of Training manual on 'Collection of Information for Intelligence Purposes' is scheduled for delivery from the printer on 1 February. The original edition will be published in 500 copies and will be distributed throughout the Agency.

7. The Office of Training has been assigned a cryptonym for use in overseas communication. Acquisition of this cryptonym will facilitate communications between headquarters and the field with respect to training matters.

8. The first presentation of a one-week course in Interviewing and Reporting will be conducted on Monday, 26 February.

25X1A9a

9. Mr. [REDACTED] of the Basic School, OTR, presented a lecture on Communist Doctrine at the Foreign Service Institute, Department of State, on 31 January. On 24 February he will present a lecture on Communist Philosophy and one on Patterns of Soviet Expansion at the Strategic Intelligence School, Department of the Army.

10. At the request of the Office of Operations Contact Division, the Office of Training has prepared a tentative program for a two-week course for the OO/C field personnel, scheduled to begin 28 March. OO/C requirements are for a quarterly offering of the course for approximately sixteen field officers and four headquarters officers.

~~SECRET~~ CONFIDENTIAL

~~SECRET~~

~~CONFIDENTIAL~~

11. The Office of Training Reading Laboratory is cooperating with the Office of Current Intelligence in an effort to assist OCI in making improvements in the readability of its publications. A control project has been set up in the Reading Laboratory to determine which of three possible formats OCI has prepared is easiest to read. This determination will result from measured controls established by the Reading Improvement Laboratory.

12. A group of 25 Office of Research and Reports personnel will visit [REDACTED] during the period 2 through 4 February to witness an Evasion and Escape demonstration.

13. The Office of Training has tentatively selected the period 7 through 18 February for presentation of a special Evasion and Escape course for ten Air Force officers from the Alaskan Command. This program was arranged for the Air Force through the Chief, Planning and Program Coordination Staff, DD/P, and will be offered at [REDACTED]

25X1A6b

14. The Assessment and Evaluation Staff, OTR, assessed six supervisory personnel of the Office of Collection and Dissemination in order that the OCD Career Service Board could make appraisals of the potential for their career development.

15. The Office of Training is providing English language instruction to personnel in the custody of two area divisions of DD/P. Selection and procurement of required diagnostic measurement and instructional aid material for use in these English language training programs have been made by the Assessment and Evaluation Staff, OTR.

16. Personnel procurement officers of the Office of Personnel have been given familiarization in training courses, in testing procedures and techniques of the Office of Training for use in field personnel procurement activities.

SIGNED

MATTHEW BAIRD

MB:ep (1/31/55)

cc: DD/P
DD/I
AD (Commo)

Distribution:
Orig. and 1 - Addressee
1 - DD/P
1 - DD/I
1 - AD (Commo)
1 - [REDACTED] (yellow) ✓
3 - C/PFS/TR

~~CONFIDENTIAL~~

~~SECRET~~